

[? Help](#)**Job details**

Job 1 of 1

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Permanent County of Los Angeles employees who have passed their initial probationary period and are currently holding the payroll title of **Program Analyst** are invited to submit their resume with cover letter, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Lisa Campbell Motton  
Placement Permanency and Quality Assurance  
11701 South Alameda Street, 2nd Floor  
Lynwood, CA 90262  
(323) 240-2435

**Please email documents to:**

**[Lisa.Campbell@probation.lacounty.gov](mailto:Lisa.Campbell@probation.lacounty.gov)** with the subject line  
**"Program Analyst."**

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

**Desirable Qualifications**

- Excellent organizational skills.
- Knowledge of foster care programs and the ability to create statistical and narrative reports as well as input, compile, and analyze data for trends.
- Excellent interpersonal skills in order to collaborate with internal and external partners on a regular basis.
- Knowledge of basic quality assurance practices related to the Child and Family Services Review (CSFR) System Improvement Plan; Group home monitoring and investigations; Adoption of Safe Families Act (ASFA) and permanency planning through adoption and legal guardianship.

**Duties**

- Plans and conducts special studies of the major departmental programs, operations, and administrative practices to determine their effectiveness and the need for modification or changes in

policies and procedures; writes directives, instructions and guidelines for staff to implement indicated changes including those impacting departmental employees.

- Analyzes and makes recommendations on proposed changes in County, State and Federal legislation and determines their effect on departmental operations.
- Analyzes and resolves problems concerned with departmental staffing and systems needs and prepares departmental staffing and systems recommendations.
- Interprets program policies and procedures for regional office staff.
- May audit highly sensitive financial reports and records.

**Vacancy  
Information**

This transfer opportunity is located at 11701 South Alameda Street, 2nd Floor, Lynwood, CA 90262.

**\*\*THIS IS NOT A CIVIL SERVICE EXAMINATION\*\***

**Available Shift**

Day

**Contact Name**

Lisa Campbell Motton

**Contact Phone**

(323) 240-2435

**Contact Email**

Lisa.Campbell@probation.lacounty.gov

**Job Field**

Administration

**Job Type**

Administrative Support

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